

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO WITH THE MOTION WHEN YOU HAVE FILLED IT OUT (Criminal case type only)

DO NOT COPY  
OR FILE  
THIS PAGE

#### **STEP 1: COPIES**

Make three (3) copies of your Motion.

File the **ORIGINAL** Motion with the Clerk of the Court and ask to have the 3 copies stamped. These are called “conformed copies” and serve as proof the original was filed.

#### **STEP 2: PROCESSING YOUR MOTION IN PERSON**

Deliver one (1) copy of the Motion to the Judge assigned to your case and one (1) copy of the Motion to the County Attorney

**Downtown** - County Attorney & Judicial drop off boxes currently located in the Central Court Building, 2nd floor.

**Mesa** - County Attorney & Judicial drop off boxes currently located in Suite 1350, 1st floor. Keep one (1) copy for your own records.

***Or***

#### **PROCESSING YOUR MOTION BY MAIL**

If you are filing your paperwork through the mail, you must include two envelopes with the proper amount of postage for processing.

1. One (1) postage paid envelope self-addressed for your records.
2. One (1) postage paid envelope addressed to the County Attorney at 301 W. Jefferson St, Phoenix, AZ 85003.

The third conformed copy will be forward to the Judge by the Clerk of Court’s office.

#### **STEP 3: WAIT TO RECEIVE NOTICE FROM THE COURT**

After you have filed your Motion, the Judge may enter an Order or a Minute Entry advising you of his/her decision. You should receive notice from the court via the mail

**FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A DELAY IN  
YOUR CASE.**

FOR CLERK'S USE ONLY

**This page must be completed and attached to the last page of your motion/request.**

I have filed the ORIGINAL of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day  
with the Clerk of the Superior Court of Arizona in Maricopa County.

I have mailed/delivered a COPY of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day  
to Judge \_\_\_\_\_.  
*(The Judge assigned to your case)*

I have mailed/delivered a COPY of the attached document(s) on \_\_\_\_\_, 20\_\_\_\_,  
Month Day  
to COUNTY ATTORNEY \_\_\_\_\_  
Address

**By signing below, I promise that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.**

\_\_\_\_\_  
Your signature